

Santa Barbara City College

Santa Barbara Community College District

721 Cliff Drive · Santa Barbara, California 93109-2394 · (805) 965-0581 / FAX (805) 963-7222

Date: October 14, 2002

To: Dr. Jack Friedlander

Executive Vice-President

Educational Programs

From: Dr. Erika Endrijonas

Dean, Educational Programs

Subject: Jetton Grunt's Replacement

Please consider this memorandum an official request to upgrade Jetton Grunt's position, which she vacated on October 11, 2002, to the level of Secretary. Her position is currently classified as an Intermediate Clerk Typist. Her schedule was 75%, 10 months per year. When that work schedule was first determined, the Certified Nursing Assistant program was not as large, nor was the Associate Degree Nursing program. The Licensed Vocational Nursing program only admitted students once every three semesters and the Radiography program offered courses only to students admitted into the program.

This past summer, the need to increase the hours of this position became apparent as the office was barraged with individuals seeking certificate and degree program information. Many were interested in being added to the established waiting lists; however, with Jetton gone for close to two months, our office was unable to provide the necessary information and/or assistance. While we did hire Caroline Eck to staff Jetton's desk for the month of July, she was a temporary employee whom we could not expect to be an expert in the admissions process. While her presence was helpful in terms of office coverage, we were unable to provide adequate information to the public. As well, having Jetton's desk unstaffed in the afternoon during the academic year means that many individuals who seek information about our college in the later afternoon after they leave work are often told they must call Jetton the next day for information. This is not good customer service.

Since this position was last filled, all of the nursing programs have expanded. Certified Nurse's Assistant training is now available through Dual Enrollment and we have increased our entry points for Associate Degree Nursing students from three times per year to six times per year. The Nursing Workforce Initiative grant, which was recently awarded to Santa Barbara City College and its regional partners, will result in the expansion of the Licensed Vocational Nursing program. Finally, in the interest of

attracting more students to the Radiography program, RT 101 has now become a prerequisite to the major and open to any student who is interested.

In order to meet the demands of the program expansions, it is imperative that we replace Jetton's position with a full-time, year-round person. More importantly, the demands of the job have outgrown the classification of Intermediate Clerk Typist. For the past several years, the faculty, the vocational senior secretary, and the dean(s) in the Health Technologies office have had to pick up the slack for this position. These additional duties were created in part by Jetton's 75%, 10 month work schedule; they were also created in part in an effort to keep Jetton from "working-out-of-class." There are many Health Technologies department-related duties that could not be assigned to Jetton as the Intermediate Clerk Typist because the duties were clearly outside of that classification and more specifically related to the duties assigned to Secretary-level employees. I have attached copies of both job descriptions for comparison purposes. A cursory review of both will certainly confirm that Jetton's duties as Applications Secretary for four growing programs have far surpassed the current job classification. Therefore, the more appropriate classification for this position is Secretary, which is Level 24.

Finally, this position upgrade will not cost the district any money. Our current grant/partnership with Cottage Hospital includes support staff funds, and those funds can be used to pay for the difference in salary for this position.

Thank you for your consideration in this matter.

Nepotism Policy BP 7310

The District may employ, for any position, qualified persons who are related to **or domestic partners of** the current employees of the District provided all of the following conditions are met:

Employees of the District shall not initiate or participate in decisions involving a direct benefit (initial employment, **supervision**, **evaluation**, retention, promotion, salary, leave of absence, **class schedule**, etc.) to members of their immediate family **or to the employee's domestic partner**.

For purposes of this policy, "members of the immediate family" as used in this section means the mother, father, mother-in-law, father-in-law, grandmother or grandfather of the employee or the spouse, spouse, grandchild, son, son-in-law, daughter, daughter-in-law, stepson, stepdaughter, brother or sister of the employee, stepparents or any relative living in the immediate household of the employee.

For purposes of this policy, "domestic partner" is defined by California Family Code Section 297 *et. seq.* and the collective bargaining agreements and employment MOU's of the District.

The District retains the right to reassign or transfer one of the related individuals **or domestic partners** to eliminate any potential for creating any adverse impact on supervision, safety, security, morale, or other potential conflicts of interest.

If, subsequent to appointment to any position, an employee becomes legally related to **or a domestic partner of** another employee of the District, the District may require one of the parties to change department or position to avoid a conflict of interest.

Board Approved August 17, 2000

H:Nepotism Policy (8/00)

Nepotism Implementation Procedures

- 1.0 The District would allow flexibility in the application of its Nepotism Policy. when relatives (or domestic partners as defined by Family Code Section 297 et seq.) would be in the same department.
- 2.0 If two persons in the same department should marry or enter into a domestic partner relationship while both are employed by the District, they may continue their employment in the same department provided that they not work in any position that would require one to be in a decision-making role relative to another.
- 3.0 In those instances where developments would result in a relative/partner to have recommending or decision-making responsibilities over another relative/partner, the appropriate Vice President or the Superintendent/President will intercede to ensure that there is no conflict of interest. Actions may include reassignment to another department.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

PRINCIPLES OF BUDGET DEVELOPMENT

The delineation of principles applied in developing the college's budget is intended to protect SBCC's viability as an institution capable of fulfilling its educational mission for the greater Santa Barbara community. Providing students with quality educational and student services consistent with our mission and state funding is the objective sought through applying these principles.

Principles:

- 1. The college must balance its budget, i.e., ongoing expenses must be supported by ongoing income, and a reserve of 5 percent unrestricted general fund operating budget must be maintained. One-time funds will not be used to fund ongoing programs or activities.
- 2. To the extent possible, budget and program decisions will be made based on what is known. The college will not budget revenue from enrollment until it is realized. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), a conservative estimate is made utilizing, trends to establish revenue projections.
- 3. It is recognized that the faculty and staff are SBCC's greatest resource. Lay-offs will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.
- 4. In addressing budget issues the college is committed to identifying solutions and increasing effectiveness and efficiencies through its shared governance process.
- 5. The FTES cap must be met and achieved in a cost effective manner.
- 6. Growth revenue must be allocated to state mandated expenses and expenses needed to support growth. Any remaining growth funds will be allocated to support institutional priorities through consultation. Fixed costs (e.g., utilities, liability and property insurance, salary steps, and reserve expense increases) are projected annually and allocations will be made to meet these expenses.
- 7. Reductions, if necessary, will not be across the board. Consistent with the ability to meet our mission, cost effectiveness in all areas will be a major factor in considering program reduction/retention.
- 8. Employee compensation will be among the highest priorities in making budget decisions.
- 9. Equipment, including technical equipment related to the computer network infrastructure as well as desktop and other devices, will be provided, maintained and replaced in a systematic fashion that is supported by ongoing funding. Equipment will normally be purchased only if its replacement can also be funded. General fund

transfers to the equipment fund should be sufficient to maintain this funding mechanism.

10. Buildings and grounds must be developed and maintained effectively to promote student and programmatic needs. To achieve this, year-end General Fund balances will be transferred to the Construction Fund.

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SUMMER JUNE		<u>6/16/03-7/26/03</u> Application Deadline, Summer
JUNE		Summer Session Begins
	20	Last Day to Submit Add Cards and Petition
		for Credit/No Credit
	20	Last Day to Drop and Receive
JULY	3	Tuition/Enrollment Fee Refund Filing Deadline for Degrees/Certificates
3021	4	Independence Day, Holiday
	9	Last Day to Withdraw from College/Classes
	26	Summer Session Ends
FALL 200)3	8/25/03-12/13/03
	21-22	Required Faculty Flex
		Last Day for Disqualified Students to Apply
	22	for Re-admission
	23 25	Application Deadline, Fall Semester
SEPTEMBER	1	Fall Semester Begins Labor Day, Roliday
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	6	Last Day to Drop Classes and Receive
	6	Tuition/Enrollment Fee Refund
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OCTOBER .	31	Last Day to Withdraw from Classes/College
NOVEMBER		Filing Deadline for Degrees/Certificates
	10	Veteran's Day, Holiday Thanksgiving Vacation
DECEMBER	6	Last Day of Instruction
	8-13	Final Exams
15 10	13	Fall Semester Ends
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SPRING		1/20/04-5/15/04
JANUARY	1	New Year's Day, Holiday
	15-16 17	Required Faculty Flex Days Application Deadline, Spring Semester
		Last Day for Disqualified Students to Apply
		for Re-admission
	19 20	Martin Luther King 1r. Day Holiday Spring Semester Begins
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	20	Last Day to Petition for Credit/No Credit
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MAY	8	Last Day of Instruction
	10-15	Final Exams
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	31	Memorial Day, Holiday

Instructional Days Fail 76/91
Instructional Days Spring 77/93
Faculty Flex Days 10 (4 required; 6 optional)

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		Tuition/Enrollment Fee Refund
JULY	3	Filing Deadline for Degrees/Certificates
	9	Independence Day, Holiday Last Day to Withdraw from College/Classes
	26	Summer Session Ends
FALL 200	3	8/25/03-12/13/03
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	TBD	Last Day for Disqualified Students to Apply
	23	for Re-admission. Application Deadline, Fall Semester
	25	Fall Semester Begins
SEPTEMBER	1	Labor Day, Holiday
	6 6	Late Application Deadline, Fall Semester Last Day to Drop Classes and Receive
	•	Tuition/Enrollment Fee Refund
	6	Last Day to Submit Add Cards
OCTOBER	26 31	Last Day to Petition for Credit/No Credit Last Day to Withdraw from Classes/College
NOVEMBER	TBD	Filing Deadline for Degrees/Certificates
2.	10 7-29	Veteran's Day, Holiday Thanksgiving Vacation
DECEMBER	6	Last Day of Instruction
8-	13	Final Exams
15-Jan	13 21	Fall Semester Ends Winter Vacation
		1/26/04-5/22/04
SPRING 2	1	1/26/04-5/22/04 New Year's Day, Holiday
	19	Martin Luther King Jr. Day, Hollday
22	-23 24	Required Faculty Flex Days Application Deadline, Spring Semester
		Last Day for Disqualified Students to Apply
		for Re-admission
FEBRUARY	26 7	Spring Semester Begins Late Application Deadline, Spring Semester
Locusti	7	Last Day to Submit Add Cards
	7	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
	13	Lincoln's Day, Holiday
	16	Washington's Day, Holiday
MARCH 29-A	27 PR 3	Last Day to Petition for Credit/No Credit Spring Break
APRIL	9	Last Day to Withdraw from Casses/College
May	TBD 15	Filing Deadline for Degrees/Certificates Last Day of Instruction
	7-22	Final Exams
	21	Commencement
	22 31	Spring Semester Ends Memorial Day, Holiday
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(restructional Days Fall 76/91 Instructional Days Spring 78/94 Faculty Flex Days 10 (4 required; 6 optional)

June 2	003 to S	eptembe	r 2004 Ca				
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JUNE	13	Application Deadline, Summer
	16 20	Summer Session Begins Last Day to Submit Add Cards and Petition
	20	for Credit/No Credit
	20	Last Day to Drop and Receive
		Tuition/Enrollment Fee Refund
JULY	3	Filing Deadline for Degrees/Certificates
	4 9	Independence Day, Holiday Last Day to Withdraw from College/Classes
	9 26	Summer Session Ends
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FALL 200)3	9/02/03-12/20/03
AUGUST 2	28-29	Required Faculty Flex
	TBD	Last Day for Disqualified Students to Apply
	30	for Re-admission
SEPTEMBER	1	Application Deadline, Fall Semester Labor Day, Holiday
DEI TEMBER	2	Fall Semester Begins
	13	Late Application Deadline, Fall Semester
	13	Last Day to Drop Classes and Receive
	13	Tultion/Enrollment Fee Refund Last Day to Submit Add Cards
OCTOBER	3	Last Day to Petition for Credit/No Credit
NOVEMBER	TBD	Filing Deadline for Degrees/Certificates
	7	Last Day to Withdraw from Classes/College
-	10	Veteran's Day, Holiday
DECEMBER	27-29 13	Thanksgiving Vacation Last Day of Instruction
	15-20	Final Exams
	20	Fall Semester Ends
22-Ja	n 21	Winter Vacation
SPRING:	2004	1/26/04-5/22/04
JANUARY	1	New Year's Day, Holiday
	19	Martin Luther King Jr. Day, Holiday
		Required Faculty Flex Days
	24	Application Deadline, Spring Semester
	IRD	Last Day for Disqualified Students to Apply for Re-admission
	26	Spring Semester Begins
FEBRUARY	7	Late Application Deadline, Spring Semester
	7	Last Day to Submit Add Cards
	7	Last Day to Drop and Receive
	13	Tuition/Enrollment Fee Refund Lincoln's Day, Holiday
	16	Washington's Day, Holiday
	27	Last Day to Petition for Credit/No Credit
MARCH 29-/		SPRING BREAK
APRIL	9	Last Day to Withdraw from Classes/College Filing Deadline for Degrees/Certificates
May	15	Last Day of Instruction
	17-22	Final Exams
	21	Commencement
	22	Spring Semester Ends
	31	Memorial Day, Holiday
Enstructional	Dave F	u 76/91
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Total

164/195

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30 31 Legend △Term begins 

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□ Holiday O Optional Rex day 🖈 Required Flex day ( ) Finals

6/16/03-7/26/03

13 Application Deadline, Summer 16 Summer Session Begins Last Day to Submit Add Cards and Petition for Credit/No Credit Last Day to Drop and Receive Tuition/Enrollment Fee Refund JULY Filing Deadline for Degrees/Certificates Independence Day, Holiday Last Day to Withdraw from College/Classes 26 Summer Session Ends

**FALL 2003** 9/02/03-12/20/03 Augus: 28-29 Required Faculty Flex

SUMMER 2003

TBD Last Day for Disqualified Students to Apply for Re-admission

Application Deadline, Fall Semester SEPTEMBER Labor Day, Holiday

Hall Semester Begins 13 Late Application Deadline, Fall Semester 13 Last Day to Drop Classes and Receive Tultion/Enrollment Fee Refund

Last Day to Submit Add Cards Last Day to Petition for Credit/No Credit OCTOBER NOVEMBER TBD Filing Deadline for Degrees/Certificates Last Day to Withdraw from Classes/College Veteran's Day, Holiday

27-29 Thanksgiving Vacation DECEMBER 13 Last Day of Instruction 15-20 Final Exams

20 Fall Semester Ends 22-Jan 19 Winter Vacation

SPRING 2004 JANUARY

1/20/04-5/15/04
1 New Year's Day, Holiday
15-16 Required Faculty Rex Days
17 Application Deadline, Spring Semester TBD Last Day for Disqualified Students to Apply for Re-admission

Martin Luther King Jr. Day, Hollday 20 Spring Semester Begins 31 Late Application Deadline, Spring Semester
 31 Last Day to Submit Add Cards

Last Day to Drop and Receive Tultion/Enrollment Fee Refund

**FEBRUARY** 13 Lincoln's Day, Holiday 16

Washington's Day, Holiday Last Day to Petition for Credit/No Credit 20 Last Day to Withdraw from Classes/College 26 MARCH TBD Filing Deadline for Degrees/Certificates

MAR 29 - APR 3 SPRING BREAK Last Day of Instruction

10-15 Final Exams 14 Conviencement 15 Spring Semester Ends 31 Memorjal Day, Holiday

Instructional Days Fall 76/91 Instructional Days Spring 77/93

Faculty Flex Days 10 (4 required; 6 optional)

Total

163/194